

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE COORDINATOR II
(Emergency Response & Security Unit)

JOB REQUISITION: 2532

LOCATION: SAN FRANCISCO

OVERVIEW

The Administrative Coordinator II will perform various administrative and coordination duties to support the programs and projects sustaining the Emergency Response & Security efforts of the Administrative Office of the Courts (AOC).

DEPARTMENT STATEMENT

The Emergency Response & Security Unit provides the AOC and all court facilities with a comprehensive emergency plan and provides ongoing support to ensure constant preparedness for any emergency. In addition to emergency preparedness, the Emergency Response & Security Unit also provides the AOC and all court facilities with continuous security support to include security assessments, detailed reports that provide recommendations for improved practices, investigating threats made against judges and other judicial officers, coordinating security standards with local sheriff and other security departments, and serving as a resource for ongoing security issues and concerns.

RESPONSIBILITIES

- Coordinates administrative processes and program operations, following procedural guidelines;
- Identifies operational problems, considers alternatives, and recommends solutions;
- Generates standard and ad hoc reports for use by program analysts and managers;
- Handles sensitive and proprietary information according to established security practices;
- Coordinates and disseminates information during times of emergency through a variety of media, computer, radio, phone and other systems as needed;
- Arranges for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation; researches, recommends, negotiates, and prepares contracts for various services;
- Arranges business travel arrangements and reservations; advises staff of travel options and alternatives; and
- Performs other duties as assigned.

QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in administration or business, **and** two years of experience organizing and coordinating administrative support for programs and/or projects. Additional directly related college-level education may be substituted for the experience on a year-for-year basis. Directly related experience may be substituted for the education on a year-for-year basis.

Must be available to work occasional overtime, travel statewide as necessary, and possess a valid California driver's license.

In addition to the minimum qualifications listed above, the ideal candidate will possess the following desirable qualifications:

- Advanced proficiency with following software applications: word processing, spreadsheets, presentation software, databases, and file management;
- Ability to organize information in an effective and efficient manner;
- Excellent communication skills (verbal and written);
- Demonstrate initiative; and

- Understand the importance of time sensitive work by multi-tasking, prioritizing, and meeting critical project deadlines while providing clear communication to supervisors.

Knowledge of the basic principles of emergency services/first responders is highly desirable.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by June 23, 2006, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support", and search for Job Req #2532, Administrative Coordinator II (ERS). This position requires the submission of our official application and response to the supplemental questions attached.

OR

To request a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$4,411 - \$5,361 per month
(Starting salary may vary between \$4,411 and \$4,852 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ADMINISTRATIVE COORDINATOR II - Req. #2532
(Emergency Response & Security Unit)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1. Describe your experience coordinating projects or programs. Please include the size of the project or program, your role in relation to the project or program, and any experience with emergency services.
2. Please describe your experience, if any, handling sensitive or proprietary information.
3. Describe your experience drafting and editing various forms of written communication. Your answer should include the following: your level of independence in creating the communication piece, description of the intended audience, and the nature/content of the correspondence piece.
4. Describe your experience, if any, handling extensive travel arrangements. Your answer should include the following: volume/quantity, type (local vs. national), collaboration w/ travel agencies, and experience monitoring travel budgets.